

LETTERHEAD

ODP-5306-78  
11 DEC 1978

Mr. Francis E. Torpey  
Chief, Data Processing Section  
Federal Bureau of Investigation  
Washington, D. C. 20535

Dear Mr. Torpey:

In response to your letter of 3 November 1978, we will be glad to again offer your personnel GIN-II training at our facilities. Of course, as in the past, this will have to be done on a space available basis.

STATINTL

[redacted] of our training staff has explained to Mr. Schlogl our Agency regulation which will prohibit the use of our terminals by your personnel. Although this restriction may prevent maximum benefit from some of the workshop sessions, the overall course objectives can be met.

STATINTL

Two weeks prior to each of the courses you have requested, [redacted] will notify Mr. Schlogl as to the availability of classroom space for your personnel.

Sincerely,

STATINTL

[redacted]  
Clifford D. May, Jr.

Distribution:

- Orig & 1 - Adse
- 2 - O/D/ODP ✓
- 1 - ODP/Registry
- 1 - TS/Chrono

STATINTL

ODP/TS [redacted]:hk - 29 November 1978

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CONFIDENTIAL

SECRET

Approved For Release 2003/08/04 : CIA-RDP84-00933R000300120006-2

## ODP STAFF SUMMARY SHEET

SUBJECT:

GIM II training at CIA for FBI

PURPOSE OF ACTION:

ACTION OFFICER (Incl. Ext.)

REFERENCES:

FBI memo dyf11/3/78 (ODP 8-2100)

RESOURCE PACKAGE &amp; COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
EO	X				11/30
DD	X			<i>BJ</i>	12/1
D/ODP			X		
Erma	file a copy in assistance file.				

DISCUSSION:

6.D.  
ODP is the only source of GIMS training in the  
GIMS User community. We have done this in the past.

SIGNATURE OF ACTION OFFICER

DATE

ADD TO OFFICIAL FILE YES ☒ NO ☐

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CONFIDENTIAL

SECRET

Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action -- what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.

# 8-2/60

November 3, 1978

Federal Bureau of Investigation  
Data Processing Section  
10th & Pennsylvania Ave., NW  
Washington, D. C. 20535

Mr. Clifford D. May  
Director of Data Processing  
Room 2D00  
Headquarters Central Intelligence Agency  
Washington, D. C.

Dear Mr. May:

During the fall of 1977, a number of our employees attended GIM-II training courses offered at your facilities. The opportunity for our employees to participate in this training was greatly appreciated and proved very beneficial for us.

Since last year we have continued to expand our GIM-II operations. We have not, however, reached the point where we can establish our own training program.

STATINTL

Pursuant to a conversation between [ ] of your staff and John Schlogl of this office, I am submitting the following list of names for consideration for attendance at the GIM-II training sessions you are offering at your facilities during 1979:

User Language 1/29-1/30/79

STAT

Alan J. Garretson

Robert Alan Jordan

John G. Schlogl, Jr.

GIM-II Dictionaries 2/13-2/23/79

Robert Alan Jordan

G. Michael Lawrence

Douglas N. Rickman

STAT

GIM-II Procedures 3/12-3/16/79

Robert Alan Jordan

G. Michael Lawrence

Douglas N. Rickman

GIM-II Utilities 4/23-25/79

G. Michael Lawrence

Douglas Rickman

GIM-II Data Base Administration 5/9-11/79

Alan J. Garretson

Robert Alan Jordan

John G. Schlogl, Jr.

We again welcome the occasion for our personnel to participate in your GIM-II training programs. Thank you for the efforts you have extended in our behalf.

Sincerely,

*Francis E. Torpey*

Francis E. Torpey  
Chief, Data Processing Section